ERRATUM POST: ASSISTANT DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS) (x2 Posts)

NOTE: The post mentioned above was advertised in The Star Newspaper on the 08 June 2016 with closing date of 24 June 2016 requirements and duties are incorrect. Note the correct requirements and duties below.

REF. NO: HO2016/06/02

REQUIREMENTS: National Diploma and / Bachelor Degree in IT. MS ACCESS and/or MS SQL Server would be advantageous. Three to five years’ experience in using data / datasets / databases. Key skills: Good communication skills, ability to work with numbers. Analytical mind which is able to process information logically. Knowledge of database architecture and design. Knowledge of current technology developments and future trends. Knowledge of government process. Ability to run and operate database systems. Knowledge in one of the statistical packages would be advantageous. Knowledge of SA-SAMS would be an advantage. Advanced computer literacy (especially word processing, spreadsheets (Excel) and databases (Access). Knowledge of technical aspects of computing, including networking, programming, operating systems and hardware. Good written and verbal communication as well as being a team-player. Candidate must be willing to work irregular hours and travel extensively. Ability to adhere to strict deadlines. Valid driver’s license.

DUTIES: Provide technical support; implement server and storage infrastructure. Capacity planning and management of the existing system. Develop systems of institutional data warehousing, data mining and data solutions. Perform quality assurance of data from SA-SAMS at all levels. Ensure that datasets submitted through the SA-SAMS are effectively uploaded onto the GDE’s data warehouse. Collate data, quality assure data and information received. Perform online Masterlist updates on the LURITS system. Retrieve record and distribute LURITS feedback files to districts / schools. Maintain SA-SAMS Software, e.g., perform regular updates. Perform basic hardware maintenance. Manage and generate analysis for different users in the Department.

NB: Closing date remain unchanged

We apologise for any inconvenience caused.